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2015 Checklist for MontCAS Quality Assurance Observations

This document is specific to the 2015 Science CRT Science CRT and CRT-Alternate

Before Testing				
Activity	Yes	No	NA	Unable to observe
Training of test administrators and other staff involved with testing materials				
1. Teacher information sheet is distributed and training listed on it is provided				
2. Training is provided on test security, accommodations, and test administration				
3. System test coordinators review testing materials and the test security information for teachers and other personnel involved in testing in preparation for training.				
4. Administrators are licensed teachers, librarians, counselors, school psychologists, administrators				
5. Training of back-up administrators				
Please provide additional comments on training.				
Test Security				
1. Materials are stored in a central locked location.				
2. Materials have been inventoried				
3. There is a check-in and check-out procedure for materials, and it is followed.				
4. For breaks between sessions, materials are kept locked in the classrooms.				
5. No personnel has access to the secure materials except for preparation, inventory, and distribution for testing.				
Please provide additional comments on test security.				

2015 Checklist for MontCAS Science CRT and CRT-Alternate Quality Assurance

Arrangements				
1. Post "Testing in Progress – Do Not Disturb" signs on all entrances to the testing location.				
2. CRT-Alternate				
3. Accommodations—please note new guidance on standard accommodations coded with **				
4. Students who need more time				
5. Make-up tests				
6. New students				
7. Preparation of answer booklets for students who do not have barcode labels				
8. Emergency planning				

Please provide additional comments on arrangements.

Please provide additional comments and/or questions on "Before Testing" activities.

During Testing								
Test Administrator	Day1	Day2	Day2	Day4	Day5	Day 6	NA	Make-up
1. Has covered or removed all instructional materials.								
2. Has all necessary materials.								
3. Distributes materials.								
4. Reads global instructions and advises students those instructions may be repeated to the entire class, not to individual students during testing.								
5. Reads correct script from the Test Administrator Manual.								
6. Clarifies instructions but does not interpret or read any test items.								
7. Uses no coaching including visual or verbal clues.								
8. Circulates through the testing room to ensure that students are in the right session and have pencils and scratch paper when appropriate.								
9. Removes and destroys scratch paper after each day of testing.								
10. Ensures that the appropriate amount of time is given for students to continue working as long as they are working productively and not fatigued. Students who need more time than the majority of the class may be moved to a different location accompanied by a trained test administrator, who then administers the test at the new location.								
11. Only licensed educators may administer the tests. A para professional or assistant may administer parts of the test under the direct supervision of the licensed educator. Direct supervision means in the same room in the line of sight and sound of the licensed educator.								
12. Collects materials and checks them in. Keeps the test and answer booklets together.								

Please provide additional comments about test administration.

Grade	Content	Session	Comments

After Testing				
Activity	Yes	No	NA	Unable to observe
School				
1. Principal/Authorized Representative goes online to submit test security agreement. • http://iservices.measuredprogress.org/ • Select Montana, then Test Security Agreement, then select Principal/Authorized Representative, then select your school				
2. All materials are inventoried and accounted for.				
3. School test coordinators follow instructions in the Test Coordinators Manual on returning materials to system test coordinator including the Principal/Authorized Representative test security agreement and CRT-Alternate envelopes.				
4. Timelines and deadlines for materials return are met.				
System				
1. System Test Coordinator goes online to submit test security agreement.. • http://iservices.measuredprogress.org/ • Select Montana, then Test Security Agreement, then select System Test Coordinator, then select your system				
2. All materials are inventoried and accounted for.				
3. System test coordinators follow instructions in the Test Coordinators Manual on returning materials to system test coordinator including the System Test Coordinator test security agreement and CRT-Alternate envelopes.				
4. Timelines and deadlines for materials are met.				

Please call us with questions. Thank you for all your good work.

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